



**SHERRI R. CARTER**  
District Court Executive and  
Clerk of Court

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

**WESTERN DIVISION**  
312 North Spring Street, Room G-8  
Los Angeles, CA 90012  
Tel: (213) 894-3535

**SOUTHERN DIVISION**  
411 West Fourth Street, Suite 1053  
Santa Ana, CA 92701-4516  
(714) 338-4750

**EASTERN DIVISION**  
3470 Twelfth Street, Room 134  
Riverside, CA 92501  
(951) 328-4450

To: Persons Appearing in Propria Persona

Re: Ordering and Designation of Reporter's Transcript (Civil & Bankruptcy Cases)

The following information is provided to assist you in the preparation of the appeal.

**I. Payment of the Filing and Docket Fees**

Federal Rules of Appellate Procedure require the United States District Court Clerk to collect all filing and docket fees (\$5.00 and \$250.00 respectively) when a Notice of Appeal is filed. One check may be submitted in the amount of \$255.00 payable to Clerk, U.S. District Court, and **forwarded to this office, not the U.S. Court of Appeals**. Effective January 3, 2002, the Clerk's Office will accept business or corporate checks for filing fees and for miscellaneous fees. Checks drawn on business or client trust accounts will continue to be accepted for filing and miscellaneous fees; however, **no personal checks or checks drawn on non-business** accounts will be accepted from either attorneys or the public. We will continue to accept all federal, state, and local government issued checks, as well as blank certified checks and U.S. Postal Service money orders. An appeal is subject to immediate dismissal if the U.S. Court of Appeals docket fee is not paid by the appellant upon the filing of the Notice of Appeal or immediately thereafter.

**II. Ordering and Designating Reporter's Transcripts** (9th Circuit Local Rule 10-3.1 Revised as of July 1, 1997.)

Within *ten (10) days* after the Notice of Appeal is filed, the appellant(s) shall serve on the appellee(s) written notice of the portions of the transcript which will be ordered for the purposes of the appeal. (*This notice is not to be filed with the District Court.*) Within *ten (10) days* after receipt of notice from appellant(s), the appellee(s) shall serve on the appellant(s) written notice of any additional portions of the transcript which are deemed necessary for the purposes of the appeal. (*This notice is not to be filed with the District Court.*) By the *thirtieth (30) day* following the filing of the Notice of Appeal, the appellant(s) shall file a designation of transcript in the District Court containing the portions of the transcript requested by the appellant(s) and the appellee(s). Arrangements for payment for the transcript shall also be completed within *thirty (30) days* from the filing of the Notice of Appeal.

NOTE: Forma Pauperis cases: the appellant(s) may obtain a CJA-24 form from the Appeals Section, which must be completely filled out and submitted to the Court Reporter.

**III. Reproduction of Cassette Tapes and Ordering Transcripts.**

In cases held before the U.S. Magistrate Judge in which a transcript of the oral hearing is deemed to be necessary for the record on appeal, please contact the clerk to the Magistrate Judge before whom each hearing was held to arrange for the duplication of tapes and ordering the transcript therefrom.

If you have any questions, you may come to this office or call the Appeals Section at (213) 894-3570, 8:30 a.m. to 4:00 p.m.

Clerk, U. S. District Court

By \_\_\_\_\_  
Deputy Clerk